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7-15-24 5/07  
Schedule Number

STATE OF LOUISIANA  
Annual Financial Statements  
Fiscal Year Ending June 30, 2007

LA STATE BOARD OF EXAMINERS FOR SANITARIANS  
(Agency Name)

Division of Administration  
Office of Statewide Reporting  
and Accounting Policy  
P. O. Box 94095  
Baton Rouge, Louisiana 70804-9095

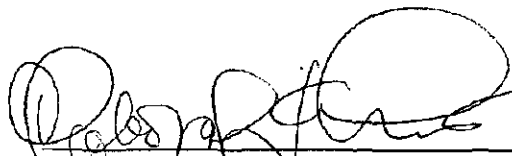
Legislative Auditor  
P. O. Box 94397  
Baton Rouge, Louisiana 70804-9397

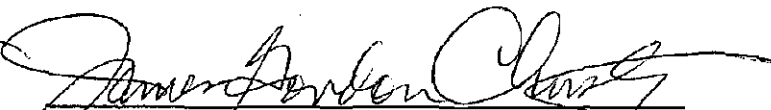
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1600 N. Third Street  
Baton Rouge, Louisiana 70802

AFFIDAVIT

Personally came and appeared before the undersigned authority, Debbie Kuhns, Secretary to the  
Board, of LA State Board of Examiners for Sanitarians (LSBES) who duly sworn, deposes and says,  
that the financial statements herewith given present fairly the financial position of the LA State Board  
of Examiners for Sanitarians at June 30, 2007, and the results of operations for the year then ended in  
accordance with policies and practices established by the Division of Administration or in  
accordance with Generally Accepted Accounting Principles as prescribed by the Governmental  
Accounting Standards Board. Sworn and subscribed before me, this 25<sup>th</sup> day of  
August, 2007.

  
Signature of Agency Official

  
NOTARY PUBLIC

**James Gordon Chustz**  
**Notary # 17185**

Prepared by: Deborah Kuhns

Title: Secretary

Telephone No.: 225-925-7204

Date: 8/25/07

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 10/1/08

LOUISIANA STATE BOARD OF EXAMINERS FOR SANITARIANS  
STATE OF LOUISIANA  
Annual Financial Statements  
June 30, 2007  
C O N T E N T S

TRANSMITTAL LETTER  
AFFIDAVIT

Statements

Balance Sheet	A
Statement of Revenues, Expenses, and Changes in Fund Net Assets	B
Statement of Activities (includes Instructions)	C
Statement of Cash Flows	D

Notes to the Financial Statements

A.	Summary of Significant Accounting Policies
B.	Budgetary Accounting
C.	Deposits with Financial Institutions and Investments (Additional info in Appendix B)
D.	Capital Assets – Including Capital Lease Assets
E.	Inventories
F.	Restricted Assets
G.	Leave
H.	Retirement System
I.	Post Retirement Health Care and Life Insurance Benefits
J.	Leases
K.	Long-Term Liabilities
L.	Contingent Liabilities
M.	Related Party Transactions
N.	Accounting Changes
O.	In-Kind Contributions
P.	Defeased Issues
Q.	Cooperative Endeavors – moved to Schedule 16
R.	Government-Mandated Nonexchange Transactions (Grants)
S.	Violations of Finance-Related Legal or Contractual Provisions
T.	Short-Term Debt
U.	Disaggregation of Receivable Balances
V.	Disaggregation of Payable Balances
W.	Subsequent Events
X.	Segment Information
Y.	Due to/Due from and Transfers
Z.	Liabilities Payable from Restricted Assets
AA.	Prior-Year Restatement of Net Assets
BB.	Net Assets Restricted by Enabling Legislation (additional information in Appendix C).
CC.	Impairment of Capital Assets (additional information in Appendix D)
DD.	Employee Termination Benefits

Schedules

1	Schedule of Per Diem Paid to Board Members
2	Not included in this packet
3	Schedules of Long-Term Debt
4	Schedules of Long-Term Debt Amortization
5	Schedule of Current Year Revenue and Expenses – Budgetary Comparison of Current Appropriation – Non GAAP Basis <b>(Only applicable for entities whose budget is appropriated by the legislature)</b>
15	Schedule of Comparison Figures
16	Schedule of Cooperative Endeavors

## Appendix

- A Instructions for the Simplified Statement of Activities
- B Information for Note C - Deposits with Financial Institutions and Investments
- C Information for Note BB – Net assets Restricted by Enabling Legislation
- D Information for Note CC – Impairment of Capital Assets
- E Instructions for Schedule 16 - Cooperative Endeavors

**STATE OF LOUISIANA**  
**LSBES** (BTA)  
**BALANCE SHEET**  
**AS OF JUNE 30, 2007**

**ASSETS**

**CURRENT ASSETS:**

Cash and cash equivalents	\$ 31,297
Investments	
Receivables (net of allowance for doubtful accounts)(Note U)	
Due from other funds (Note Y)	
Due from federal government	
Inventories	
Prepayments	
Notes receivable	
Other current assets	
Total current assets	31,297

**NONCURRENT ASSETS:**

Restricted assets (Note F):	
Cash	
Investments	
Receivables	
Notes receivable	
Investments	
Capital assets (net of depreciation)(Note D)	
Land	
Buildings and improvements	
Machinery and equipment	
Infrastructure	
Construction in progress	
Other noncurrent assets	
Total noncurrent assets	-
Total assets	\$ 31,297

**LIABILITIES**

**CURRENT LIABILITIES:**

Accounts payable and accruals (Note V)	\$
Due to other funds (Note Y)	
Due to federal government	
Deferred revenues	
Amounts held in custody for others	
Other current liabilities	
Current portion of long-term liabilities:	
Contracts payable	
Compensated absences payable (Note K)	
Capital lease obligations - (Note J)	
Claims and litigation payable (Note K)	
Notes payable	
Liabilities payable from restricted assets (Note Z)	
Bonds payable	
Other long-term liabilities	
Total current liabilities	-

**NON-CURRENT LIABILITIES:**

Contracts payable	
Compensated absences payable (Note K)	
Capital lease obligations (Note J)	
Claims and litigation payable (Note K)	
Notes payable	
Liabilities payable from restricted assets (Note Z)	
Bonds payable	
Other long-term liabilities	
Total long-term liabilities	-
Total liabilities	-

**NET ASSETS**

Invested in capital assets, net of related debt	
Restricted for:	
Capital projects	
Debt service	
Unemployment compensation	
Other specific purposes	
Unrestricted	31,297
Total net assets	31,297
Total liabilities and net assets	\$ 31,297

The accompanying notes are an integral part of this financial statement.

Statement A

## STATE OF LOUISIANA

LSBES (BTA)

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET ASSETS  
FOR THE YEAR ENDED JUNE 30, 2007

## OPERATING REVENUES

Sales of commodities and services	\$
Assessments	
Use of money and property	
Licenses, permits, and fees	12,211
Other	
Total operating revenues	12,211

## OPERATING EXPENSES

Cost of sales and services	
Administrative	12,595
Depreciation	
Amortization	
Total operating expenses	12,595

Operating income(loss)	(384)
------------------------	-------

## NON-OPERATING REVENUES(EXPENSES)

State appropriations	
Intergovernmental revenues (expenses)	
Taxes	
Use of money and property	
Gain on disposal of fixed assets	
Loss on disposal of fixed assets	
Federal grants	416
Interest expense	
Other revenue	
Other expense	
Total non-operating revenues(expenses)	416

Income(loss) before contributions, extraordinary items & transfers	32
--	----

Capital contributions	
Extraordinary item - Loss on impairment of capital assets	
Transfers in	
Transfers out	

Change in net assets	32
----------------------	----

Total net assets – beginning	
------------------------------	--

Total net assets – ending	\$ 32
---------------------------	-------

The accompanying notes are an integral part of this financial statement.

Statement B

STATE OF LOUISIANA  
LSBES (BTA)  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2007**

See Appendix A for instructions

	Program Revenues			Net (Expense)
		Operating	Capital	Revenue and
	Charges for	Grants and	Grants and	Changes in
<u>Expenses</u>	<u>Services</u>	<u>Contributions</u>	<u>Contributions</u>	<u>Net Assets</u>
BTA	\$ <u>12,595</u>	\$ <u>12,627</u>	\$ <u></u>	\$ <u>32</u>
General revenues:				
Taxes				
State appropriations				
Grants and contributions not restricted to specific programs				
Interest				
Miscellaneous				
Special items				
Extraordinary Item - Loss on Impairment of Capital Assets				
Transfers				
Total general revenues, special items, extraordinary losses, and transfers				-
Change in net assets				32
Net assets - beginning				
Net assets - ending				\$ <u>32</u>

STATE OF LOUISIANA  
 LSBES \_\_\_\_\_ (BTA)  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED JUNE \_\_\_\_\_, 2007**

**Cash flows from operating activities**

Cash received from customers	\$ 12,211
Cash payments to suppliers for goods and services	
Cash payments to employees for services	
Payments in lieu of taxes	
Internal activity-payments to other funds	
Claims paid to outsiders	
Other operating revenues(expenses)	
Net cash provided(used) by operating activities	\$ 12,211

**Cash flows from non-capital financing activities**

State appropriations	
Proceeds from sale of bonds	
Principal paid on bonds	
Interest paid on bond maturities	
Proceeds from issuance of notes payable	
Principal paid on notes payable	
Interest paid on notes payable	
Operating grants received	
Transfers In	
Transfers Out	
Other	
Net cash provided(used) by non-capital financing activities	-

**Cash flows from capital and related financing activities**

Proceeds from sale of bonds	
Principal paid on bonds	
Interest paid on bond maturities	
Proceeds from issuance of notes payable	
Principal paid on notes payable	
Interest paid on notes payable	
Acquisition/construction of capital assets	
Proceeds from sale of capital assets	
Capital contributions	
Other	
Net cash provided(used) by capital and related financing activities	-

**Cash flows from investing activities**

Purchases of investment securities	
Proceeds from sale of investment securities	
Interest and dividends earned on investment securities	
Net cash provided(used) by investing activities	-

Net increase(decrease) in cash and cash equivalents 12,211

Cash and cash equivalents at beginning of year 32,851  
 Cash and cash equivalents at end of year \$ 45,062

The accompanying notes are an integral part of this statement.

Statement D

## STATE OF LOUISIANA

LSBES

(BTA)

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2007

Provision for uncollectible accounts

Other

Changes in assets and liabilities:

(Increase)decrease in accounts receivable, net

(Increase)decrease in due from other funds

(Increase)decrease in prepayments

(Increase)decrease in inventories

(Increase)decrease in other assets

Increase(decrease) in accounts payables and accruals

Increase(decrease) in compensated absences payable

Increase(decrease) in due to other funds

Increase(decrease) in deferred revenues

Increase(decrease) in other liabilities

Net cash provided(used) by operating activities

\$ 12,211

## Schedule of noncash investing, capital, and financing activities:

Borrowing under capital lease

\$ 0

Contributions of fixed assets

Purchases of equipment on account

Asset trade-ins

Other (specify)

Total noncash investing, capital, and  
financing activities:

\$ -

(Concluded)

The accompanying notes are an integral part of this statement.

Statement D



# STATE OF LOUISIANA

\_\_\_\_\_**LSBES**\_\_\_\_\_(BTA)

## Notes to the Financial Statement

As of and for the year ended June 30, 2007

### INTRODUCTION

The \_\_\_\_\_**LSBES**\_\_\_\_\_(BTA) was created by the Louisiana State Legislature under the provisions of Louisiana Revised Statute \_\_37:2101 etal\_\_\_\_\_. The following is a brief description of the operations of \_\_\_\_\_**LSBES**\_\_\_\_\_(BTA) which includes the parish/parishes in which the **LSBES** (BTA) is located:

#### A. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

##### 1. BASIS OF ACCOUNTING

In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. The GASB has issued a Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification). This codification and subsequent GASB pronouncements are recognized as generally accepted accounting principles for state and local governments. The accompanying financial statements have been prepared in accordance with such principles.

The accompanying financial statements of LA State Board of Examiners for Sanitarians (**LSBES**) (BTA) present information only as to the transactions of the programs of the \_\_\_\_\_**LSBES**\_\_\_\_\_(BTA) as authorized by Louisiana statutes and administrative regulations.

Basis of accounting refers to when revenues and expenses are recognized and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The accounts of the \_\_\_\_\_**LSBES**\_\_\_\_\_(BTA) are maintained in accordance with applicable statutory provisions and the regulations of the Division of Administration – Office of Statewide Reporting and Accounting Policy as follows:

##### Revenue Recognition

Revenues are recognized using the full accrual basis of accounting; therefore, revenues are recognized in the accounting period in which they are earned and become measurable.

##### Expense Recognition

Expenses are recognized on the accrual basis; therefore, expenses, including salaries, are recognized in the period incurred, if measurable.

#### B. BUDGETARY ACCOUNTING

The appropriations made for the operations of the various programs of the \_\_\_\_\_**LSBES**\_\_\_\_\_(BTA) are annual lapsing appropriations.

1. The budgetary process is an annual appropriation valid for one year.
2. The agency is prohibited by statute from over expending the categories established in the budget.
3. Budget revisions are granted by the Joint Legislative Budget Committee, a committee of the Louisiana Legislature. Interim emergency appropriations may be granted by the Interim Emergency Board.
4. The budgetary information included in the financial statements include the original appropriation plus subsequent amendments as follows:

STATE OF LOUISIANA  
LSBES (BTA)

Notes to the Financial Statement  
As of and for the year ended June 30, 2007

	<u>APPROPRIATIONS</u>
Original approved budget	\$ 16,770
Amendments:	0
	_____
	_____
Final approved budget	\$ 16,770

**C. DEPOSITS WITH FINANCIAL INSTITUTIONS AND INVESTMENTS** (If all agency cash and investments are deposited in the State Treasury, disregard Note C.) See Appendix B for information related to Note.

**1. DEPOSITS WITH FINANCIAL INSTITUTIONS**

For reporting purposes, deposits with financial institutions include savings, demand deposits, time deposits, and certificates of deposit. Under state law the LSBES (BTA) may deposit funds within a fiscal agent bank selected and designated by the Interim Emergency Board. Further, the (BTA) may invest in time certificates of deposit in any bank domiciled or having a branch office in the state of Louisiana; savings accounts or shares of savings and loan associations and savings banks, and in share accounts and share certificate accounts of federally or state chartered credit unions.

For the purpose of the Statement of Cash Flows, all highly liquid investments (including restricted assets with a maturity of three months or less when purchased) are considered to be cash equivalents.

Deposits in bank accounts are stated at cost, which approximates market. Under state law these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These pledged securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank in the form of safekeeping receipts held by the State Treasurer.

Beginning in FY 2004, the implementation of GASB Statement 40 (which amended GASB Statement 3) eliminated the requirement to disclose all deposits by three categories of risk. GASB Statement 40 requires only the disclosure of deposits considered to be exposed to custodial credit risk. An entity's deposits are exposed to custodial credit risk if the deposit balances are either 1) uninsured and uncollateralized, 2) uninsured and collateralized with securities held by the pledging financial institution, or 3) uninsured and collateralized with securities held by the pledging financial institution's trust department or agent, but not in the entity's name.

The deposits at JUNE 30, 2007, consisted of the following:

480.00	605.00
475.00	
450.00	
403.00	
375.00	
1490.00	
1750.00	
475.00	
1750.00	
1750.00	
150.00	
1365.00	
546.00	
245.00	

STATE OF LOUISIANA

\_\_\_\_\_LSBES\_\_\_\_\_(BTA)

Notes to the Financial Statement

As of and for the year ended June 30, 2007

	<u>Cash</u>	<u>Certificates of Deposit</u>	<u>Other (Describe)</u>	<u>Total</u>
Balance per agency books	\$ <u>8,723</u>	\$ <u>16,524</u>	\$ <u>6,049</u>	\$ <u>31,297</u>
Deposits in bank accounts per bank	\$ <u>10,144</u>	\$ <u>16,524</u>	\$ <u>6,049</u>	\$ <u>32,717</u>
Bank balances of deposits exposed to custodial credit risk				
a. Deposits not insured and uncollateralized	\$ _____	\$ _____	\$ _____	\$ _____ -
b. Deposits not insured and collateralized with securities held by the pledging institution.	\$ _____	\$ _____	\$ _____	\$ _____ -
c. Deposits not insured and collateralized with securities held by the pledging institution's trust department or agent <u>but not in the entity's name.</u>	\$ _____	\$ _____	\$ _____	\$ _____ -

NOTE: The "Deposits in bank accounts per bank" will not necessarily equal the "Balance per agency books" due to outstanding items.

The following is a breakdown by banking institution, program, account number, and amount of the "Deposits in bank accounts per bank" balances shown above:

<u>Banking institution</u>	<u>Program</u>	<u>Amount</u>
1. <u>First Guaranty Bank</u>	<u>CD</u>	\$ <u>16,524</u>
2. <u>First Guaranty Bank</u>	<u>Checking</u>	<u>8,723</u>
3. <u>First Guaranty Bank</u>	<u>Savings</u>	<u>6,049</u>
4. _____	_____	_____
Total		\$ <u>31,296</u>

Cash in State Treasury and petty cash are not required to be reported in the note disclosure. However, to aid in reconciling amounts reported on the Balance Sheet to amounts reported in this note, list below any cash in treasury and petty cash that are included on the Balance Sheet.

Petty cash                      \$ 0  
    \$ 0

2. INVESTMENTS N/A

The \_\_\_\_\_LSBES\_\_\_\_\_(BTA) does not maintain investment accounts as authorized by \_\_\_\_\_ (Note legal provisions authorizing investments by (BTA)).

**Custodial Credit Risk**

Investments can be exposed to custodial credit risk if the securities underlying the investment are uninsured and unregistered, not registered in the name of the entity, and are held either by the

(BTA)

**As of and for the year ended June 30, 2007**

Beginning in FY 2004, the implementation of GASB Statement 40 (which amended GASB Statement 3) eliminated the requirement to disclose all investments by three categories of risk. GASB Statement 40 requires only the separate disclosure of investments that are exposed to custodial credit risk. The total reported amount and fair value columns still must be reported for total investments regardless of exposure to custodial credit risk. Those investments exposed to custodial credit risk are reported by type in one of two separate columns depending upon whether they are held by a counterparty, or held by a counterparty's trust department or agent not in the entity's name.

	<b>Investments Exposed to Custodial Credit Risk</b>		<b>All Investments Regardless of Custodial Credit Risk Exposure</b>	
	<b>Uninsured, *Unregistered, and Held by Counterparty's Trust Dept. or Agent Not in Entity's Name</b>	<b>Uninsured, *Unregistered, and Held by Counterparty</b>	<b>Reported Amount Per Balance Sheet</b>	<b>Fair Value</b>
<b>Type of Investment</b>				
Repurchase agreements	\$ _____	\$ _____	\$ _____	\$ _____
U.S. Government securities	_____	_____	_____	_____
U.S. Agency Obligations	_____	_____	_____	_____
Common & preferred stock	_____	_____	_____	_____
Commercial paper	_____	_____	_____	_____
Corporate bonds	_____	_____	_____	_____
Other: (identify)	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Total investments	\$ _____ - \$ _____	\$ _____ - \$ _____	\$ _____ - \$ _____	\$ _____ - \$ _____

\*unregistered - not registered in the name of the government or entity

The institution *does/does not* (circle one) invest in **derivatives** as part of its investment policy. Accordingly, the exposure to risk from these investments is as follows:

credit risk \_\_\_\_\_

market risk \_\_\_\_\_

legal risk \_\_\_\_\_

### A. Credit Risk of Debt Investments

LSBES \_\_\_\_\_ (BTA)

## Notes to the Financial Statement

**As of and for the year ended June 30, 2007**

Disclose the credit risk of debt investments by credit quality ratings as described by rating agencies as of the fiscal year end, including the rating agency used (Moody's, S&P, etc.). All debt investments regardless of type can be aggregated by credit quality rating (if any are un-rated, disclose that amount).

<u>Rating Agency</u>	<u>Rating</u>	<u>Fair Value</u>
	\$	
Total	\$	-

## B. Interest Rate Risk of Debt Investments

1. Disclose the interest rate risk of debt investments by listing the investment type, total fair value, and breakdown of maturity in years for each debt investment type. (Note – This is the prescribed method, segmented time distribution, for the CAFR. Also, total debt investments reported in this table should equal total debt investments reported in Section A – Credit Risk of Debt Investments.)

<u>Type of Debt Investment</u>	<u>Investment Maturities (in Years)</u>				
	<u>Fair Value</u>	<u>Less Than 1</u>	<u>1 - 5</u>	<u>6 - 10</u>	<u>Greater Than 10</u>
U.S. Government obligations	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
U.S. Agency obligations	_____	_____	_____	_____	_____
U.S. Treasury obligations	_____	_____	_____	_____	_____
Mortgage backed securities	_____	_____	_____	_____	_____
Collateralized mortgage obligations	_____	_____	_____	_____	_____
Corporate bonds	_____	_____	_____	_____	_____
Other bonds	_____	_____	_____	_____	_____
Mutual bond funds	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
<b>Total debt investments</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

2. List the fair value and terms of any debt investments that are highly sensitive to changes in interest rates due to the terms (e.g. coupon multipliers, reset dates, etc.) of the investment. See Appendix B for examples of debt investments that are highly sensitive to changes in interest rates.

<u>Debt Investment</u>	<u>Fair Value</u>	<u>Terms</u>
	\$	
<b>Total</b>	\$	-

### C. Concentration of Credit Risk

List, by amount and issuer, investments in any one issuer that represents 5% or more of total external investments (not including U.S. government securities, mutual funds, and investment pools).

STATE OF LOUISIANA  
LSBES (BTA)

Notes to the Financial Statement  
 As of and for the year ended June 30, 2007

<u>Issuer</u>	<u>Amount</u>	<u>% of Total Investments</u>
_____	\$ _____	_____
_____	_____	_____
_____	_____	_____
Total	\$ _____	_____

D. Foreign Currency Risk

Disclose the U.S. dollar balances of any deposits or investments that are exposed to foreign currency risk (deposits or investments denominated in foreign currencies). List by currency denomination and investment type, if applicable.

<u>Foreign Currency</u>	<u>Fair Value in U.S. Dollars</u>	
	<u>Bonds</u>	<u>Stocks</u>
_____	\$ _____	\$ _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total	\$ _____	\$ _____

5. POLICIES

Briefly describe the deposit and/or investment policies related to the custodial credit risk, credit risk of debt investments, concentration of credit risk, interest rate risk, and foreign currency risk disclosed in this note. If no policy exists concerning the risks disclosed, please state that fact.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. OTHER DISCLOSURES REQUIRED FOR INVESTMENT

- a. Investments in pools managed by other governments or mutual funds \_\_\_\_\_
- b. Securities underlying reverse repurchase agreements \_\_\_\_\_
- c. Unrealized investment losses \_\_\_\_\_
- d. Commitments as of \_\_\_\_\_ (fiscal close), to resell securities under yield maintenance repurchase agreements:
  1. Carrying amount and market value at June 30 of securities to be resold \_\_\_\_\_
  2. Description of the terms of the agreement \_\_\_\_\_

STATE OF LOUISIANA  
\_\_\_\_\_  
LSBES \_\_\_\_\_ (BTA)  
Notes to the Financial Statement  
As of and for the year ended June 30, 2007

- \_\_\_\_\_  
\_\_\_\_\_  
e. Losses during the year due to default by counterparties to deposit or investment transactions \_\_\_\_\_  
\_\_\_\_\_  
f. Amounts recovered from prior-period losses which are not shown separately on the balance sheet  
\_\_\_\_\_

Legal or Contractual Provisions for Reverse Repurchase Agreements

- g. Source of legal or contractual authorization for use of reverse repurchase agreements \_\_\_\_\_  
\_\_\_\_\_  
h. Significant violations of legal or contractual provisions for reverse repurchase agreements that occurred during the year \_\_\_\_\_  
\_\_\_\_\_

Reverse Repurchase Agreements at Year-End

- i. Credit risk related to the reverse repurchase agreements (other than yield maintenance agreements) outstanding at balance sheet date, that is, the aggregate amount of reverse repurchase agreement obligations including accrued interest compared to aggregate market value of the securities underlying those agreements including interest \_\_\_\_\_  
\_\_\_\_\_  
j. Commitments on \_\_\_\_\_ (fiscal close) to repurchase securities under yield maintenance agreements \_\_\_\_\_  
k. Market value on \_\_\_\_\_ (fiscal close) of the securities to be repurchased \_\_\_\_\_  
l. Description of the terms of the agreements to repurchase \_\_\_\_\_  
\_\_\_\_\_  
m. Losses recognized during the year due to default by counterparties to reverse repurchase agreements \_\_\_\_\_  
\_\_\_\_\_  
n. Amounts recovered from prior-period losses which are not separately shown on the operating statement \_\_\_\_\_  
\_\_\_\_\_

Fair Value Disclosures

- o. Methods and significant assumptions used to estimate fair value of investments, if fair value is not based on quoted market prices \_\_\_\_\_  
\_\_\_\_\_  
p. Basis for determining which investments, if any, are reported at amortized cost \_\_\_\_\_  
\_\_\_\_\_  
q. For investments in external investment pools that are not SEC-registered, a brief description of any regulatory oversight for the pool \_\_\_\_\_  
\_\_\_\_\_  
r. Whether the fair value of your investment in the external investment pool is the same as the value of the pool shares \_\_\_\_\_  
\_\_\_\_\_

STATE OF LOUISIANA  
LSBES (BTA)

Notes to the Financial Statement  
As of and for the year ended June 30, 2007

- s. Any involuntary participation in an external investment pool \_\_\_\_\_
- t. If you are unable to obtain information from a pool sponsor to determine the fair value of your investment in the pool, methods used and significant assumptions made in determining fair value and the reasons for having had to make such an estimate \_\_\_\_\_
- u. Any income from investments associated with one fund that is assigned to another fund \_\_\_\_\_

**D. CAPITAL ASSETS-INCLUDING CAPITAL LEASE ASSETS**

The fixed assets used in the Special Purpose Government engaged only in Business-Type Activities are included on the balance sheet of the entity and are capitalized at cost. Depreciation of all exhaustible fixed assets used by the entity are charged as an expense against operations. Accumulated depreciation is reported on the balance sheet. Depreciation for financial reporting purposes is computed by the straight-line method over the useful lives of the assets.

Year ended June 30, 2007							
	Balance 6/30/2006	Prior Period Adjustment	Adjusted Balance 6/30/2006	Additions	Transfers*	Retirements	Balance 6/30/2007
<b>Capital assets not being depreciated</b>							
Land	\$	\$	\$ --	\$	\$	\$	\$ --
Non-depreciable land improvements			--				--
Capitalized collections			--				--
Construction in progress			--				--
<b>Total capital assets not being depreciated</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>
<b>Other capital assets</b>							
Furniture, fixtures, and equipment	\$ 2,156	\$	\$ 2,156	\$	\$	\$	\$ 2,156
Less accumulated depreciation			--				--
<b>Total furniture, fixtures, and equipment</b>	<b>2,156</b>	<b>--</b>	<b>2,156</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>2,156</b>
Buildings and improvements			--				--
Less accumulated depreciation			--				--
<b>Total buildings and improvements</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>
Depreciable land improvements			--				--
Less accumulated depreciation			--				--
<b>Total depreciable land improvements</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>
Infrastructure			--				--
Less accumulated depreciation			--				--
<b>Total infrastructure</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>--</b>
<b>Total other capital assets</b>	<b>\$ 2,156</b>	<b>\$ --</b>	<b>\$ 2,156</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ 2,156</b>
<b>Capital Asset Summary:</b>							
Capital assets not being depreciated	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --
Other capital assets, at cost	2,156	--	2,156	--	--	--	2,156
<b>Total cost of capital assets</b>	<b>2,156</b>	<b>--</b>	<b>2,156</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>2,156</b>
Less accumulated depreciation	--	--	--	--	--	--	--
<b>Capital assets, net</b>	<b>\$ 2,156</b>	<b>\$ --</b>	<b>\$ 2,156</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ --</b>	<b>\$ 2,156</b>

\* Should be used only for those completed projects coming out of construction-in-progress to fixed assets; not associated with transfers reported elsewhere in this packet.



STATE OF LOUISIANA  
\_\_\_\_\_**LSBES**\_\_\_\_\_(BTA)  
**Notes to the Financial Statement**  
**As of and for the year ended June 30, 2007**

**E. INVENTORIES N/A**

The unit's inventories are valued at \_\_\_\_\_ (method of valuation). These are perpetual inventories and are expensed when used.

**F. RESTRICTED ASSETS N/A**

Restricted assets in the \_\_\_\_\_ (BTA) at \_\_\_\_\_ (fiscal year end), reflected at \$\_\_\_\_\_ in the non-current assets section on Statement A, consist of \$\_\_\_\_\_ in cash with fiscal agent, \$\_\_\_\_\_ in receivables, and \$\_\_\_\_\_ investment in \_\_\_\_\_ (identify the type of investments held.) State the purpose of the restriction: \_\_\_\_\_

**G. LEAVE N/A**

**1. COMPENSATED ABSENCES**

The \_\_\_\_\_ (BTA) has the following policy on annual and sick leave: (Describe leave policy.)

An example disclosure follows:

Employees earn and accumulate annual and sick leave at various rates depending on their years of service. The amount of annual and sick leave that may be accumulated by each employee is unlimited. Upon termination, employees or their heirs are compensated for up to 300 hours of unused annual leave at the employee's hourly rate of pay at the time of termination. Upon retirement, unused annual leave in excess of 300 hours plus unused sick leave is used to compute retirement benefits.

The cost of leave privileges, computed in accordance with GASB Codification Section C60, is recognized as a current year expenditure in the fund when leave is actually taken; it is recognized in the enterprise funds when the leave is earned. The cost of leave privileges applicable to general government operations not requiring current resources is recorded in long-term obligations.

**2. COMPENSATORY LEAVE**

Employees who are considered having non-exempt status according to the guidelines contained in the Fair Labor Standards Act may be paid for compensatory leave earned (K-time). Upon termination or transfer, an employee will be paid for any time and one-half compensatory leave earned and may or may not be paid for any straight hour-for-hour compensatory leave earned. Compensation paid will be based on the employees' hourly rate of pay at termination or transfer. The liability for accrued payable compensatory leave at \_\_\_\_\_ (fiscal close) computed in accordance with the Codification of Governmental Accounting and Financial Reporting Standards, Section C60.105 is estimated to be \$\_\_\_\_\_. The leave payable (is) (is not) recorded in the accompanying financial statements.

**H. RETIREMENT SYSTEM N/A**

Substantially all of the employees of the (BTA) are members of the Louisiana State Employees Retirement System (LASERS), a single employer defined benefit pension plan. The System is a statewide public employee retirement system (PERS) for the benefit of state employees, which is administered and controlled by a separate board of trustees.

All full-time (BTA) employees are eligible to participate in the System unless they elect to continue as a contributing member in any other retirement system for which they remain eligible for membership. Certain

STATE OF LOUISIANA  
\_\_\_\_\_**LSBES**\_\_\_\_\_(BTA)  
**Notes to the Financial Statement**  
**As of and for the year ended June 30, 2007**

elected officials and officials appointed by the governor may, at their option, become members of LASERS. Normal benefits vest with 10 years of service. Generally, retirement age employees are entitled to annual benefits equal to \$300 plus 2.5% of their highest consecutive 36 months' average salary multiplied by their years of credited service except for members eligible to begin participation in the Defined Benefit Plan (DBP) on or after July 1, 2006. Act 75 of the 2005 Regular Session changes retirement eligibility and final average compensation for members who are eligible to begin participation in the DBP beginning July 1, 2006. Retirement eligibility for these members is limited to age 60, or thereafter, upon attainment of ten years of creditable service. Final average compensation will be based on the member's average annual earned compensation for the highest 60 consecutive months of employment.

Vested employees eligible to begin participation in the DBP before July 1, 2006 are entitled to a retirement benefit, payable monthly for life at (a) any age with 30 years of service, (b) age 55 with 25 years of service, or (c) age 60 with 10 years of service. In addition, these vested employees have the option of reduced benefits at any age with 20 years of service. Those hired on or after 7/1/2006 have only a single age option. They cannot retire until age 60 with a minimum of 10 years of service. The System also provides death and disability benefits and deferred benefit options, within qualifications and amounts define by statute. Benefits are established or amended by state statute. The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. For the full description of the LASERS defined benefit plan, please refer to LASERS 2006 Financial Statements, specifically footnotes A- Plan Description and C-Contributions. That report may be obtained by writing to the Louisiana State Employees Retirement System, Post Office Box 44213, Baton Rouge, Louisiana 70804-4213, or by calling (225) 922-0608 or (800) 256-3000. The footnotes to the Financial Statements contain additional details and are also available on-line at: [http://www.lasers.state.la.us/PDFs/Publications and Reports/Fiscal Documents/Comprehensive Financial Reports/Comprehensive%20Financial%20Reports\\_06.pdf](http://www.lasers.state.la.us/PDFs/Publications%20and%20Reports/Fiscal%20Documents/Comprehensive%20Financial%20Reports/Comprehensive%20Financial%20Reports_06.pdf)

Members are required by state statute to contribute with the single largest group ("regular members") contributing 7.5% of gross salary, and the (BTA) is required to contribute at an actuarially determined rate as required by R.S. 11:102. The contribution rate for the fiscal year ended June 30, 20\_\_, decreased/increased to \_\_% of annual covered payroll from the \_\_% and \_\_% required in fiscal years ended June 30, 2006 and 2005, respectively. The (BTA) contributions to the System for the years ending June 30, 2007, 2006, and 2005, were \$\_\_\_\_\_, \$\_\_\_\_\_, and \$\_\_\_\_\_, respectively, equal to the required contributions for each year.

**I. POST RETIREMENT HEALTH CARE AND LIFE INSURANCE BENEFITS N/A**

GASB 12 requires the following disclosures about an employer's accounting for post retirement health care and life insurance benefits: **(NOTE: Ensure that the number of retirees is disclosed below)**

1. A description of the benefits provided and the employee group covered.
2. A description of the accounting and funding policies followed for those benefits.
3. The cost of those benefits recognized for the period, unless the costs are not readily determinable.\*
4. The effect of significant matters affecting the comparability of the costs recognized for all periods presented.

\*If the cost of any post retirement health care or life insurance benefits for retirees cannot readily be separated from the cost of providing such benefits for active employees or otherwise be reasonably approximated, the total cost of providing those benefits to active employees and retirees, as well as the number of active employees and the number of retirees covered by the plan must be disclosed (part b below).

The \_\_\_\_\_(BTA) provides certain continuing health care and life insurance benefits for its retired employees. Substantially all (BTA) employees become eligible for post employment health care and life insurance benefits if they reach normal retirement age while working for the (BTA). These benefits for retirees and similar benefits for active employees are provided through an insurance company whose premiums are paid jointly by the employee and the (BTA). Complete (a) below if the cost of retiree

STATE OF LOUISIANA  
LSBES (BTA)

Notes to the Financial Statement  
 As of and for the year ended June 30, 2007

post employment health care benefits can be separated from active employees, otherwise complete paragraph (b),

a) For 2007, the cost of providing those benefits for the \_\_\_\_\_ retirees (# of retirees) totaled \$ \_\_\_\_\_.

b) The (BTA) recognizes the cost of providing these benefits (BTA's portion of premiums) as an expenditure when paid during the year, which was \$ \_\_\_\_\_ for the year ended \_\_\_\_\_, 20\_\_\_\_. The cost of providing those benefits for \_\_\_\_\_ retirees (# of retirees) is not separable from the cost of providing benefits for the \_\_\_\_\_ active employees (# of active employees).

J. LEASES N/A

**NOTE:** Where we are requesting five-year amounts, please list the total amount (sum) for the five-year period, not the annual amount for each of the five years.)

1. OPERATING LEASES

The total payments for operating leases during fiscal year \_\_\_\_\_ amounted to \$ \_\_\_\_\_. (Note: If lease payments extend past FY2022, please create additional columns and report these future minimum lease payments in five year increments.) A schedule of payments for operating leases follows:

Nature of lease	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013- 2017	FY2018- 2022
	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

2. CAPITAL LEASES

Capital leases are (are not) recognized in the accompanying financial statements. The amounts to be accrued for capital leases and the disclosures required for capital and operating leases by National Council on Governmental Accounting (NCGA) Statement No. 5, as adopted by the Governmental Accounting Standards Board, and FASB 13 should be reported on the following schedules:

Capital leases are defined as an arrangement in which any one of the following conditions apply: (1) ownership transfers by the end of the lease, (2) the lease contains a bargain purchase option, (3) the lease term is 75% of the asset life or, (4) the discounted minimum lease payments are 90% of the fair market value of the asset.

Schedule A should be used to report all capital leases including new leases in effect as of 6/30/07. In Schedule B, report only those new leases entered into during fiscal year 2006-2007.

## Notes to the Financial Statement

As of and for the year ended June 30, 2007

SCHEDULE A – TOTAL AGENCY CAPITAL LEASES EXCEPT LEAF

<u>Nature of lease</u>	<u>Gross Amount of Leased Asset (Historical Costs)</u>	<u>Remaining interest to end of lease</u>	<u>Remaining principal to end of lease</u>
a. Office space	\$ _____	\$ _____	\$ _____
b. Equipment	_____	_____	_____
c. Land	_____	_____	_____
Total	\$ _____ -	\$ _____ -	\$ _____ -

The following is a schedule by years of future minimum lease payments under capital leases together with the present value of the net minimum lease payments as of (last day of your fiscal year) and a breakdown of yearly principal and interest: (Note: If lease payments extend past FY2027, please create additional rows and report these future minimum lease payments in five year increments.)

<u>Year ending June 30:</u>	<u>Total</u>
2008	\$ _____
2009	_____
2010	_____
2011	_____
2012	_____
2013-2017	_____
2018-2022	_____
2023-2027	_____
Total minimum lease payments	_____ -
Less amounts representing executory costs	_____
Net minimum lease payments	_____ -
Less amounts representing interest	_____
Present value of net minimum lease payments	\$ _____ -

SCHEDULE B – NEW AGENCY CAPITAL LEASES EXCEPT LEAF

<u>Nature of lease</u>	<u>Gross Amount of Leased Asset (Historical Costs)</u>	<u>Remaining interest to end of lease</u>	<u>Remaining principal to end of lease</u>
a. Office space	\$ _____	\$ _____	\$ _____
b. Equipment	_____	_____	_____
c. Land	_____	_____	_____
Total	\$ _____ -	\$ _____ -	\$ _____ -

The following is a schedule by years of future minimum lease payments under capital leases together with the present value of the net minimum lease payments as of (last day of your fiscal year) and a breakdown

## Notes to the Financial Statement

As of and for the year ended June 30, 2007

of yearly principal and interest: (Note: If lease payments extend past FY2027, please create additional rows and report these future minimum lease payments in five year increments.)

Year ending June 30:	<u>Total</u>
2008	\$ _____
2009	_____
2010	_____
2011	_____
2012	_____
2013-2017	_____
2018-2022	_____
2023-2027	_____
Total minimum lease payments	_____ -
Less amounts representing executory costs	_____
Net minimum lease payments	_____ -
Less amounts representing interest	_____
Present value of net minimum lease payments	\$ _____ -

SCHEDULE C – LEAF CAPITAL LEASES

<u>Nature of lease</u>	<u>Gross Amount of Leased Asset (Historical Costs)</u>	<u>Remaining interest to end of lease</u>	<u>Remaining principal to end of lease</u>
a. Office space	\$ _____	\$ _____	\$ _____
b. Equipment	_____	_____	_____
c. Land	_____	_____	_____
Total	\$ _____ -	\$ _____ -	\$ _____ -

The following is a schedule by years of future minimum lease payments under capital leases together with the present value of the net minimum lease payments as of (last day of your fiscal year) and a breakdown of yearly principal and interest: (Note: If lease payments extend past FY2027, please create additional rows and report these future minimum lease payments in five year increments.)

**STATE OF LOUISIANA**  
**LSBES** (BTA)  
**Notes to the Financial Statement**  
**As of and for the year ended June 30, 2007**

Year ending June 30:	Total
2008	\$ _____
2009	_____
2010	_____
2011	_____
2012	_____
2013-2017	_____
2018-2022	_____
2023-2027	_____
Total minimum lease payments	_____
Less amounts representing executory costs	_____
Net minimum lease payments	_____
Less amounts representing interest	_____
Present value of net minimum lease payments	\$ _____

**3. LESSOR DIRECT FINANCING LEASES**

A lease is classified as a direct financing lease (1) when any one of the four capitalization criteria used to define a capital lease for the lessee is met and (2) when both the following criteria are satisfied:

- Collectibility of the minimum lease payments is reasonably predictable.
- No important uncertainties surround the amount of the unreimbursable costs yet to be incurred by the lessor under the lease.

Provide a general description of the direct financing agreement, and complete the chart below:

<u>Composition of lease</u>	<u>Date of lease</u>	<u>Minimum lease payment receivable</u>	<u>Remaining Interest to end of lease</u>	<u>Remaining Principal to end of lease</u>
a. Office space	\$ _____	\$ _____	\$ _____	\$ _____
b. Equipment	_____	_____	_____	_____
c. Land	_____	_____	_____	_____
Less amounts representing executory costs		_____		
Minimum lease payment receivable		_____		
Less allowance for doubtful accounts		_____		
Net minimum lease payments receivable		_____		
Less: Estimated Residual Value of Leased Property		_____		
Less unearned income		_____		
Net investment in direct financing lease		\$ _____		

Minimum lease payments receivables do not include contingent rentals which may be received as stipulated in the lease contracts. Contingent rental payments occur if for example the use of the equipment, land, or building etc., exceeds a certain level of activity each year. Contingent rentals received for fiscal year 2007 were \$\_\_\_\_\_ for office space, \$\_\_\_\_\_ for equipment, and \$\_\_\_\_\_ for land.

The following is a schedule by year of minimum leases receivable for the remaining fiscal years of the lease as of \_\_\_\_\_ (the last day of your fiscal year): (Note: If lease receivables extend past

STATE OF LOUISIANA  
LSBES (BTA)

Notes to the Financial Statement  
 As of and for the year ended June 30, 2007

FY2027, please create additional rows and report these future minimum lease payment receivables in five year increments.)

Year ending _____:	
2008	\$ _____
2009	_____
2010	_____
2011	_____
2012	_____
2013-2017	_____
2018-2022	_____
2023-2027	_____
Total	\$ _____

4. LESSOR - OPERATING LEASE

When a lease agreement does not satisfy at least one of the four criteria (common to both lessee and lessor accounting), and both of the criteria for a lessor (collectibility and no uncertain reimbursable costs), the lease is classified as an operating lease. In an operating lease, there is no simulated sale and the lessor simply records rent revenues as they become measurable and available.

Provide the cost and carrying amount, if different, of property on lease or held for lease organized by major class of property and the amount of accumulated depreciation as of \_\_\_\_\_ 20\_\_.

	<u>Cost</u>	<u>Accumulated depreciation</u>	<u>Carrying amount</u>
a. Office space	\$ _____	\$ _____	\$ _____
b. Equipment	_____	_____	_____
c. Land	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____

The following is a schedule by years of minimum future rentals receivable on non-cancelable operating lease(s) as of \_\_\_\_\_ (the last day of your fiscal year): (Note: If lease receivables extend past FY2027, please create additional columns and report these future minimum lease payment receivables in five year increments.)

Year Ended June 30,	Office Space	Equipment	Land	Other	Total
2008	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2009					-
2010					-
2011					-
2012					-
2013-2017					-
2018-2022					-
2023-2027					-
Total	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**Notes to the Financial Statement**  
**As of and for the year ended June 30, 2007**

Contingent rentals received from operating leases received for your fiscal year was \$ \_\_\_\_\_  
for office space, \$ \_\_\_\_\_ for equipment, and \$ \_\_\_\_\_ for land.

The following is a summary of long-term debt transactions of the entity for the year ended June 30, 20\_\_:

**(Send OSRAP a copy of the amortization schedule for any new debt issued.)**

The \_\_\_\_\_ (BTA) is a defendant in litigation seeking damages as follows: (Only list litigation not being handled by the Office of Risk Management or the Attorney General)



## Notes to the Financial Statement

As of and for the year ended June 30, 2007

Date of Action	Description of Litigation and Probable outcome (reasonably possible or probable)	Estimated Settlement Amt. for Claims & Litigation (opinion of legal counsel)	Insurance Coverage
		\$	\$
Totals		\$	\$

\*Note: Liability for claims and judgments should include specific, incremental claim expenses if known or if it can be estimated. For example, the cost of outside legal assistance on a particular claim may be an incremental cost, whereas assistance from internal legal staff on a claim may not be incremental because the salary costs for internal staff normally will be incurred regardless of the claim. (See GASB 30, paragraph 9)

Those agencies collecting federal funds, who have been informed that certain of their previously claimed costs were disallowed, should disclose the requested information in the schedule shown below. Show each possible disallowance on a separate line in the chart.

Program	Date of Disallowance	Amount	Probability of Payment*	Estimated Settlement Amount
1. _____	_____	\$ _____	_____	\$ _____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

\* Remote, reasonably possible, probable, or unknown

Only answer the following questions for those claims and litigation not being handled by the Office of Risk Management.

Indicate the way in which risks of loss are handled (circle one):

purchase of commercial insurance,

participation in a public entity risk pool (e.g., Office of Risk Management claims)

risk retention (e.g., Use of an internal service fund is considered risk retention because the entity as a whole has retained the risk of loss.)

Other (explain) \_\_\_\_\_

For entities participating in a risk pool (other than Office of Risk Management) describe the nature of the participation, including the rights and the responsibilities of both the entity and the pool. \_\_\_\_\_

Describe any significant reductions in insurance coverage from coverage in the prior year by major categories of risk. Also, indicate whether the amount of settlements exceeded insurance coverage for each of the past three fiscal years. \_\_\_\_\_

## Notes to the Financial Statement

As of and for the year ended June 30, 2007

Disclose any cases where it is probable that a liability has been incurred, but the effect of the liability has not been reflected in the financial statements because it can not be estimated.

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Disclose any guarantee of indebtedness even if there is only a remote chance that the government will be called on to honor its guarantee.

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**M. RELATED PARTY TRANSACTIONS N/A**

FASB 57 requires disclosure of the description of the relationship, the transaction(s), the dollar amount of the transaction(s) and any amounts due to or from which result from related party transactions. List all related party transactions.

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**N. ACCOUNTING CHANGES N/A**

Accounting changes made during the year involved a change in accounting \_\_\_\_\_ (principle, estimate, or entity). The effect of the change is being shown in \_\_\_\_\_.

**O. IN-KIND CONTRIBUTIONS N/A**

List all in-kind contributions that are not included in the accompanying financial statements.

<u>In-Kind Contributions</u>	<u>Cost/Estimated Cost/Fair Market Value/As Determined by the Grantor</u>
_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____
Total	\$ _____

**P. DEFEASED ISSUES N/A**

In \_\_\_\_\_, 20\_\_\_\_, the \_\_\_\_\_ (BTA), issued \$ \_\_\_\_\_ of taxable bonds. The purpose of the issue was to provide monies to advance refund portions of \_\_\_\_\_ bonds. In order to refund the bonds, portions of the proceeds of the new issue \$ \_\_\_\_\_, plus an additional \$ \_\_\_\_\_ of sinking fund monies together with certain other funds and/or securities, were deposited and held in an escrow fund created pursuant to an

STATE OF LOUISIANA  
LSBES (BTA)

Notes to the Financial Statement  
 As of and for the year ended June 30, 2007

escrow deposit agreement dated \_\_\_\_\_ between the (BTA) and the escrow trustee. The amount in the escrow, together with interest earnings, will be used to pay the principal, redemption premium, and interest when due. The refunding resulted in reducing the total debt service payments by almost \$ \_\_\_\_\_ and gave the (BTA) an economic gain (difference between the present values of the debt service payments on the old and new debt) of \$ \_\_\_\_\_.

**Q. COOPERATIVE ENDEAVORS – SEE SCHEDULE 16 AND APPENDIX E FOR INSTRUCTIONS AND REPORTING REQUIREMENTS N/A**

**R. GOVERNMENT-MANDATED NONEXCHANGE TRANSACTIONS (GRANTS) N/A**

The following government-mandated nonexchange transactions (grants) were received during fiscal year 2006-2007:

CFDA Number	Program Name	State Match Percentage	Total Amount of Grant
_____	_____	_____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total government-mandated nonexchange transactions (grants)			\$ _____

**S. VIOLATIONS OF FINANCE-RELATED LEGAL OR CONTRACTUAL PROVISIONS N/A**

At June 30, 20\_\_, the \_\_\_\_\_ (BTA) was not in compliance with the provisions of \_\_\_\_\_ Bond Reserve Covenant that requires \_\_\_\_\_ The \_\_\_\_\_ (BTA) did \_\_\_\_\_ to correct this deficiency.

**T. SHORT-TERM DEBT N/A**

The \_\_\_\_\_ (BTA) issues short-term notes for the following purposes:

\_\_\_\_\_

Short-term debt activity for the year ended June 30, 20\_\_, was as follows:

List the type of S-T debt (e.g., tax anticipation notes):	Beginning Balance	Issued	Redeemed	Ending Balance
_____	\$ _____	\$ _____	\$ _____	\$ _____

## STATE OF LOUISIANA

LSBES

(BTA)

## Notes to the Financial Statement

As of and for the year ended June 30, 2007

The \_\_\_\_\_ (BTA) uses a revolving line of credit for the following purposes: \_\_\_\_\_

\_\_\_\_\_. Short-term debt activity for the year ended June 30, 20\_\_, was as follows:

	Beginning Balance	Draws	Redeemed	Ending Balance
Line of credit	\$ _____	\$ _____	\$ _____	\$ _____ -

## U. DISAGGREGATION OF RECEIVABLE BALANCES N/A

Fund (gen. fund, gas tax fund, etc.)	Customer Receivables	Taxes	Receivables from other Governments	Other Receivables	Total Receivables
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____ -
_____	_____	_____	_____	_____	_____ -
Gross receivables	\$ _____ -	\$ _____ -	\$ _____ -	\$ _____ -	\$ _____ -
Less allowance for uncollectible accounts	_____ -	_____ -	_____ -	_____ -	_____ -
Receivables, net	\$ _____ -	\$ _____ -	\$ _____ -	\$ _____ -	\$ _____ -
Amounts not scheduled for collection during the subsequent year	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____ -

Receivables at June 30, 20\_\_, were as follows:

## V. DISAGGREGATION OF PAYABLE BALANCES N/A

Payables at June 30, 20\_\_, were as follows:

Fund (gen. fund, gas tax fund, etc.)	Vendors	Salaries and Benefits	Accrued Interest	Other Payables	Total Payables
_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____ -
_____	_____	_____	_____	_____	_____ -
_____	_____	_____	_____	_____	_____ -
Total payables	\$ _____ -	\$ _____ -	\$ _____ -	\$ _____ -	\$ _____ -

## W. SUBSEQUENT EVENTS N/A

Disclose any material event(s) affecting the (BTA) occurring between the close of the fiscal period and issuance of the financial statement.

\_\_\_\_\_

STATE OF LOUISIANA  
LSBES (BTA)

Notes to the Financial Statement  
As of and for the year ended June 30, 2007

X. SEGMENT INFORMATION N/A

Governments that report enterprise funds or that use enterprise fund accounting and reporting standards to report their activities are required to present segment information for those activities in the notes to the financial statements. For the purposes of this disclosure, a segment is an identifiable activity (or group of activities), reported as or within an enterprise fund or an other stand-alone entity that has one or more bonds or other debt instruments outstanding, with a revenue stream pledged in support of that debt. In addition, the activity's revenues, expenses, gains and losses, assets, and liabilities are required to be accounted for separately. This requirement for separate accounting applies if imposed by an external party, such as accounting and reporting requirements set forth in bond indentures. Disclosure requirements for each segment should be met by identifying the types of goods and services provided and by presenting condensed financial statements in the notes, including the elements in A through C below (GASB 34, paragraph 122, as modified by GASB 37, paragraph 17.)

Type of goods or services provided by the segment \_\_\_\_\_.

A. Condensed Balance Sheet:

- (1) Total assets – distinguishing between current assets, capital assets, and other assets. Amounts receivable from other funds or BTA's should be reported separately.
- (2) Total liabilities – distinguishing between current and long-term amounts. Amounts payable to other funds or BTA's should be reported separately.
- (3) Total net assets – distinguishing among restricted; unrestricted; and amounts invested in capital assets, net of related debt.

Condensed Balance Sheet:

	<u>Segment #1</u>	<u>Segment #2</u>
Current assets	\$ _____	\$ _____
Due from other funds	_____	_____
Capital assets	_____	_____
Other assets	_____	_____
Current liabilities	_____	_____
Due to other funds	_____	_____
Long-term liabilities	_____	_____
Restricted net assets	_____	_____
Unrestricted net assets	_____	_____
Invested in capital assets, net of related debt	_____	_____

B. Condensed statement of revenues, expenses, and changes in net assets:

- (1) Operating revenues (by major source).
- (2) Operating expenses. Depreciation (including any amortization) should be identified separately.
- (3) Operating income (loss).
- (4) Nonoperating revenues (expenses) – with separate reporting of major revenues and expenses.
- (5) Capital contributions and additions to permanent and term endowments.
- (6) Special and extraordinary items.
- (7) Transfers
- (8) Change in net assets.
- (9) Beginning net assets.
- (10) Ending net assets.

## STATE OF LOUISIANA

LSBES (BTA)

## Notes to the Financial Statement

As of and for the year ended June 30, 2007

## Condensed Statement of Revenues, Expenses, and Changes in Net Assets:

	<u>Segment #1</u>	<u>Segment #2</u>
Operating revenues	\$ _____	\$ _____
Operating expenses	_____	_____
Depreciation and amortization	_____	_____
Operating income (loss)	-	-
Nonoperating revenues (expenses)	_____	_____
Capital contributions/additions to permanent and term endowments	_____	_____
Special and extraordinary items	_____	_____
Transfers in	_____	_____
Transfers out	_____	_____
Change in net assets	-	-
Beginning net assets	_____	_____
Ending net assets	-	-

## C. Condensed statement of cash flows:

- (1) Net cash provided (used) by:
  - (a) Operating activities
  - (b) Noncapital financing activities
  - (c) Capital and related financing activities
  - (d) Investing activities
- (2) Beginning cash and cash equivalent balances
- (3) Ending cash and cash equivalent balances

## Condensed Statement of Cash Flows:

	<u>Segment #1</u>	<u>Segment #2</u>
Net cash provided (used) by operating activities	\$ _____	\$ _____
Net cash provided (used) by noncapital financing activities	_____	_____
Net cash provided (used) by capital and related financing activities	_____	_____
Net cash provided (used) by investing activities	_____	_____
Beginning cash and cash equivalent balances	_____	_____
Ending cash and cash equivalent balances	-	-

## Y. DUE TO/DUE FROM AND TRANSFERS N/A

1. List by fund type the amounts **due from other funds** detailed by individual fund at your fiscal year end:  
(Types of funds include general fund, statutory dedicated funds, discrete component unit funds, etc).

<u>Type of Fund</u>	<u>Name of Fund</u>	<u>Amount</u>
_____	_____	\$ _____
_____	_____	_____
_____	_____	_____
Total due from other funds		\$ _____

**STATE OF LOUISIANA**  
**LSBES** (BTA)

**Notes to the Financial Statement**  
**As of and for the year ended June 30, 2007**

2. List by fund type the amounts due to other funds detailed by individual fund at fiscal year end:

<u>Type of Fund</u>	<u>Name of Fund</u>	<u>Amount</u>
		\$
Total due to other funds		\$

3. List by fund type all transfers from other funds for the fiscal year:

<u>Type of Fund</u>	<u>Name of Fund</u>	<u>Amount</u>
		\$
Total transfers from other funds		\$

4. List by fund type all transfers to other funds for the fiscal year:

<u>Type of Fund</u>	<u>Name of Fund</u>	<u>Amount</u>
		\$
Total transfers to other funds		\$

**Z. LIABILITIES PAYABLE FROM RESTRICTED ASSETS N/A**

Liabilities payable from restricted assets in the \_\_\_\_\_ (BTA) at \_\_\_\_\_ (fiscal year end), reflected at \$ \_\_\_\_\_ in the current liabilities section on Statement A, consist of \$ \_\_\_\_\_ in accounts payable, \$ \_\_\_\_\_ in notes payable, and \$ \_\_\_\_\_ in \_\_\_\_\_.

Liabilities payable from restricted assets in the \_\_\_\_\_ (BTA) at \_\_\_\_\_ (fiscal year end), reflected at \$ \_\_\_\_\_ in the non-current liabilities section on Statement A, consist of \$ \_\_\_\_\_ in accounts payable, \$ \_\_\_\_\_ in notes payable, and \$ \_\_\_\_\_ in \_\_\_\_\_.

**AA. PRIOR-YEAR RESTATEMENT OF NET ASSETS N/A**

The following adjustments were made to restate beginning net assets for June 30, 20\_\_.

Ending Net Assets 6/30/06 as reported to OSRAP on PY AFR	Adjustments to ending net assets 6/30/06 (after AFR was submitted to OSRAP) + or (-)	Restatements (Adjustments to beg. balance 7/1/06) + or (-)	Beg net assets @ 7/1/06 as restated
\$	\$	\$	\$
			-
			-
			-
			-
			-

Each adjustment must be explained in detail on a separate sheet.

\*Include all audited adjustments accepted by the agency or entity.

## STATE OF LOUISIANA

LSBES

(BTA)

## Notes to the Financial Statement

As of and for the year ended June 30, 2007

**BB. NET ASSETS RESTRICTED BY ENABLING LEGISLATION (GASB STATEMENT 46) N/A**

Of the total net assets reported on Statement A June 30, 20\_\_, \$\_\_\_\_\_ are restricted by enabling legislation (which includes a legally enforceable requirement that the resources be used only for the specific purposes stipulated in the legislation). Refer to the instructions in Appendix C for more details on the determination of the amount to be reported as required by GASB Statement 46. List below the net assets restricted by enabling legislation and the purpose of the restriction:

<u>Purpose of Restriction</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____
Total	\$ _____

**CC. IMPAIRMENT OF CAPITAL ASSETS N/A**

GASB 42 establishes accounting and financial reporting standards for impairment of capital assets. Governments are required to evaluate prominent events or changes in circumstances affecting capital assets to determine whether impairment of a capital asset has occurred. A capital asset generally should be considered impaired if both (a) the decline in service utility of the capital asset is large in magnitude and (b) the event or change in circumstance is outside the normal life cycle of the capital asset. See Appendix D for more information on GASB 42 and Impaired Capital Assets.

The following capital assets became impaired in FY 06-07: (There are five indicators of impairment described in Appendix D, (1) physical damage, (2) enactment of laws, etc. List the appropriate number (1-5) to identify the indicator of impairment in the second to last column below.)

<u>Type of asset</u>	<u>Amount of Impairment loss before Insurance Recovery</u>	<u>Insurance Recovery in the same FY</u>	<u>Indication of Impairment</u>	<u>Reason for Impairment (e.g. hurricane)</u>
Buildings	_____	_____	_____	_____
Movable Property	_____	_____	_____	_____
Infrastructure	_____	_____	_____	_____

The carrying amount of impaired capital assets that are idle at year-end should be disclosed, regardless of whether the impairment is considered permanent or temporary. The following capital assets were idle at the end of the fiscal year. (Include the capital assets listed above that are still idle at the end of the fiscal year, and any prior year impaired assets that are still idle at the end of the fiscal year.)



## Notes to the Financial Statement

As of and for the year ended June 30, 2007

<u>Type of asset</u>	<u>Carrying Value</u>
Buildings	\$ _____
Movable Property	\$ _____
Infrastructure	\$ _____

**DD. EMPLOYEE TERMINATION BENEFITS N/A**

Termination benefits are benefits, other than salaries and wages that are provided by employers as settlement for involuntary terminations initiated by management, or as an incentive for voluntary terminations initiated by employees. Involuntary termination benefits include benefits such as payment for unused leave balances. Voluntary termination benefits include benefits such as enhanced early retirement options resulting from an approved early retirement plan and payment for unused leave balances.

Other termination benefits may include:

1. Early retirement incentives, such as cash payments, enhancement to defined benefit formula
2. Health care coverage when none would otherwise be provided (COBRA)
3. Compensated absences, including payments for leave balances
4. Payments due to early release from employment contracts

GASB 47 requires the following disclosures about an employer's accounting for employee termination benefits.

1. A description of the termination benefit arrangement(s).
2. Year the state becomes obligated
3. Number of employees affected
4. Cost of termination benefits
5. Type of benefit(s) provided
6. The period of time over which the benefits are expected to be provided
7. If the termination benefit affects the defined benefit pension (OPEB) obligations, disclose the change in the actuarial accrued liability for the pension or OPEB plan attributable to the termination benefit.
8. When termination liabilities are reported, disclose the significant methods and assumptions used to determine the liabilities to be disclosed (for as long as the liability is reported).

**The GASB 47 note disclosures listed below are provided as an example and should be modified as necessary.**

Substantially all employees are eligible for termination benefits upon separation from the state. The agency recognizes the cost of providing these benefits as expenditures when paid during the year. For 2007, the cost of providing those benefits for \_\_\_\_\_ (number of) voluntary terminations totaled \$ \_\_\_\_\_. For 2007, the cost of providing those benefits for \_\_\_\_\_ (number of) involuntary terminations totaled \$ \_\_\_\_\_. [The termination benefits (voluntary and involuntary) paid in FY 2007 should also be included in the Statement of Revenues, Expenses, and Changes in Fund Net Assets on the account line "Administrative" in the Operating Expense Section.]

The liability for the accrued voluntary terminations benefits payable at June 30, \_\_\_\_\_ is \$ \_\_\_\_\_. This liability consists of \_\_\_\_\_ (number of) voluntary terminations. The liability for the accrued involuntary terminations benefits payable at June 30, \_\_\_\_\_ is \$ \_\_\_\_\_. This liability consists of \_\_\_\_\_ (number of) involuntary terminations.

[The termination benefits (voluntary and involuntary) payable at fiscal year end should also be included on the Balance Sheet in the "compensated absences payable" account line.]

Notes to the Financial Statement

As of and for the year ended June 30, 2007

If a termination benefit is not recognized because the expected benefits are not estimable, the employer should disclose that fact. Briefly describe termination benefits provided to employees as discussed above. If none, please state that fact.

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A terminated employee can continue to access health benefits, however, if the COBRA participant is paying the ENTIRE premium then there is no state contribution on behalf of this individual. Therefore, when a terminated employee pays 100% of the premium, the state would not have a termination liability.

**STATE OF LOUISIANA**  
**LSBES (BTA)**  
**SCHEDULE OF PER DIEM PAID TO BOARD MEMBERS**  
**For the Year Ended \_\_\_\_\_ JUNE 30, 2007 \_\_\_\_\_**  
**(Fiscal Close)**

<u>Name</u>	<u>Amount</u>
D. GARY LINGECUM, CHAIR	\$ 120
VICKIE COLLINS, VICE CHAIR	80
MERL FAGAN, SECRETARY/TREASURER	120
RON KING, MEMBER	120
GUILLERMO FERRARYA, DEAN, LSU	40
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
	\$ 480

Note: The per diem payments are authorized by Louisiana Revised Statute, and are presented in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Legislature

STATE OF LOUISIANA  
LSBES (BTA)  
**SCHEDULE OF NOTES PAYABLE**  
**JUNE 30, 2007**  
**(Fiscal close)**  
N/A

Issue	Date of Issue	Original Issue	Principal Outstanding 6/30/PY	Redeemed (Issued)	Principal Outstanding 6/30/CY	Interest Rates	Interest Outstanding 6/30/CY
		\$	\$	\$	\$		\$
Total		\$	\$	\$	\$		\$

\*Send copies of new amortization schedules

**LSBES (BTA)**  
**SCHEDULE OF BONDS PAYABLE**  
**JUNE 30, 2007**  
**(Fiscal close)**

Issue	Date of Issue	Original Issue	Principal Outstanding 6/30/PY	N/A Redeemed (Issued)	Principal Outstanding 6/30/CY	Interest Rates	Interest Outstanding 6/30/CY
		\$	\$	\$	\$		\$
Total		\$	\$	\$	\$		\$

**\*Send copies of new amortization schedules**

STATE OF LOUISIANA  
LSBES (BTA)  
**SCHEDULE OF CAPITAL LEASE AMORTIZATION**  
For The Year Ended JUNE 30, 2007

N/A

Fiscal Year Ending:	<u>Payment</u>	<u>Interest</u>	<u>Principal</u>	<u>Balance</u>
2008	\$ _____	\$ _____	\$ _____	\$ _____ --
2009	_____	_____	_____	_____ --
2010	_____	_____	_____	_____ --
2011	_____	_____	_____	_____ --
2012	_____	_____	_____	_____ --
2013-2017	_____	_____	_____	_____ --
2018-2022	_____	_____	_____	_____ --
2023-2027	_____	_____	_____	_____ --
2028-2032	_____	_____	_____	_____ --
Total	\$ <u>_____</u> --	\$ <u>_____</u> --	\$ <u>_____</u> --	\$ <u>_____</u> --

STATE OF LOUISIANA  
 \_\_\_\_\_ LSBES \_\_\_\_\_ (BTA)  
**SCHEDULE OF NOTES PAYABLE AMORTIZATION**  
**For The Year Ended June 30, 2007**

N/A

Fiscal Year Ending:	<u>Principal</u>	<u>Interest</u>
2008	\$ _____	\$ _____
2009	_____	_____
2010	_____	_____
2011	_____	_____
2012	_____	_____
2013-2017	_____	_____
2018-2022	_____	_____
2023-2027	_____	_____
2028-2032	_____	_____
 Total	 \$ _____ --	 \$ _____ --

STATE OF LOUISIANA  
LSBES (BTA)  
**SCHEDULE OF BONDS PAYABLE AMORTIZATION**  
**For The Year Ended June 30, 2007**  
**N/A**

Fiscal Year Ending:	<u>Principal</u>	<u>Interest</u>
2008	\$ _____	\$ _____
2009	_____	_____
2010	_____	_____
2011	_____	_____
2012	_____	_____
2013	_____	_____
2014	_____	_____
2015	_____	_____
2016	_____	_____
2017	_____	_____
2018	_____	_____
2019	_____	_____
2020	_____	_____
2021	_____	_____
2022	_____	_____
2023	_____	_____
2024	_____	_____
2025	_____	_____
2026	_____	_____
2027	_____	_____
2028	_____	_____
2029	_____	_____
2030	_____	_____
2031	_____	_____
2032	_____	_____
Total	\$ <u>          --          </u>	\$ <u>          --          </u>



# BUDGETARY COMPARISON OF CURRENT APPROPRIATION

NON-GAAP BASIS

June 30, 2007

LSBES

N/A

	Financial Statement	Adjustments	ISIS Appropriation Report-08/14/07	Revised Budget	Variance Positive/(Negative)
<b>Revenues:</b>					
Intergovernmental Revenues	\$	\$	\$	\$	\$
Federal Funds			-		-
Sales of Commodities and Services			-		-
Other			-		-
Total appropriated revenues	-	-	-	-	-
<b>Expenses:</b>					
Cost of goods sold	\$	\$	\$	\$	\$
Personal services			-		-
Travel			-		-
Operating Services			-		-
Supplies			-		-
Professional services			-		-
Other charges			-		-
Capital outlay			-		-
Interagency transfers			-		-
Debt Service			-		-
Other:			-		-
Bad debts			-		-
Depreciation			-		-
Compensated absences			-		-
Interest Expense			-		-
Other (Identify)			-		-
Total appropriated expenses	-	-	-	-	-
Excess (deficiency) of revenues over expenses (budget basis)	\$	\$	\$	\$	\$

Note : Schedule 5 is only applicable for those entities whose budget is appropriated by the legislature

## STATE OF LOUISIANA

LSBES

(BTA)

**SCHEDULE OF CURRENT YEAR REVENUE AND EXPENSES**  
**BUDGETARY COMPARISON OF CURRENT APPROPRIATION**  
**NON-GAAP BASIS**

June 30, 2007

N/A

Excess (deficiency) of revenues over expenses (budget basis)	\$	
Reconciling items:		
Cash carryover		
Use of money and property (interest income)		
Depreciation		
Compensated absences adjustment		
Capital outlay		
Disposal of fixed assets		
Change in inventory		
Interest expense		
Bad debts expense		
Prepaid expenses		
Principal payment		
Loan Principal Repayments included in Revenue		
Loan Disbursements included in Expenses		
Accounts receivable adjustment		
Accounts payable/estimated liabilities adjustment		
Other		
Change in Net Assets	\$	-

**Note : Schedule 5 is only applicable for entities whose budget is appropriated by the legislature**

## STATE OF LOUISIANA

LSBES

(BTA)

## COMPARISON FIGURES

To assist OSRAP in determining the reason for the change in financial position for the State, please complete the schedule below. If the change is greater than \$1 million, explain the reason for the change.

	<u>2007</u>	<u>2006</u>	<u>Difference</u>	<u>Percentage Change</u>
1) Revenues	\$ _____	\$ _____	\$ -	\$ _____
Expenses	_____	_____	-	_____
2) Capital assets	_____	_____	-	_____
Long-term debt	_____	_____	-	_____
Net Assets	_____	_____	-	_____
Explanation for change:	_____			
	_____			
	_____			
	_____			

**AGENCY NAME**

**AGENCY NAME**  
**AGENCY NUMBER**

**AGENCY NAME**

[illegible]

# LOUISIANA STATE BOARD OF EXAMINERS FOR SANITARIANS

BUDGET FY 06/07 (July 1, 2006 – June 30, 2007) (Amended)

## EXPENDITURES:

### *Salaries:*

Personal Services 5,800.00  
Honorariums 1,120.00

Total Salaries: 6,920.00

### *Operating Expenses:*

Travel 1,600.00  
Operating Services 6,350.00  
(Includes Postage & Printing)  
Office Supplies 500.00

Total Operating Expenses: 8,450.00

### *Professional Services:*

Other 1,400.00  
(Includes Website Development/Hosting  
Legal, etc.)

Total Professional Services: 1,400.00

TOTAL EXPENDITURES 16,770.00

## REVENUES:

License, temporary permit, exam fee 15,500.00


Interest on CD 400.00

TOTAL REVENUES 15,900.00

**PROJECTED DEFICIT**

**870.00**

Approved



**LA State Board of Examiners for Sanitarians  
FY 06/07 ~ Supporting Expenditure Detail (Amended)**

<b>I. SALARIES (Honorariums and Personal Services)</b>	
<i>Honorarium Recipients:</i>	
Chairman	160.00
Vice Chairman	160.00
Secretary-Treasurer	160.00
Member	160.00
Member	160.00
Member	160.00
Member	160.00
<i>Personal Services:</i>	
Accounting Assistance	2,900.00
Secretarial Services	2,900.00
<b>TOTAL SALARIES</b>	<b>6,920.00</b>
<b>II. OPERATING EXPENSES</b>	
Travel (Board Members Only)	1,600.00
Operating Services	
Printing (Renewal Notices, Licenses, Newsletters, etc.)	2,000.00
Insurance (Auto liability/Bond coverage/Worker's Comp, etc)	500.00
Dues & Subscriptions	2,250.00
Postage	1,600.00
Office Supplies	500.00
<b>TOTAL OPERATING EXPENSES</b>	<b>8,450.00</b>
<b>III. PROFESSIONAL SERVICES</b>	
Website Hosting & Development/Legal Services	1,400.00
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>1,400.00</b>
<b>GRAND TOTAL</b>	<b>16,770.00</b>



# STATE OF LOUISIANA

*Board of Examiners for Sanitarians*  
7173-A Florida Boulevard  
Baton Rouge LA 70806

**BOARD MEETING**  
October 12, 2006

Region 4 Office  
Brandywine III, Suite 100  
Kaliste Saloom Road  
Lafayette LA 70508  
[www.lsbcs.org](http://www.lsbcs.org)

*In Attendance:*

Gary Lincecum, RS, Chair  
Vickie Collins, RS, Vice Chair  
Merl Fagan, RS, Secretary-Treasurer  
Ron King, RS, Member

*Absent:*

Guillermo Ferreyra, Dean, Louisiana State University  
Sharon Howard, Assistant Secretary, Office of Public Health  
Dean, Tulane University

After determining a quorum, Mr. Gary Lincecum called the October 12, 2006, Board Meeting to order.

Copies of the August 10, 2006, Board Meeting minutes were distributed for review. After review by the Board members, Mr. Ron King offered a motion to accept the minutes as presented; Ms. Vickie Collins seconded. Motion carried.

Mr. Fagan distributed copies of the Report of the Secretary-Treasurer (attached). Mr. Fagan reviewed each item with the Board. Mr. Fagan noted that the dormant fee for the savings account is more than the interest earned. Ms. Debbie Kuhns reported that the dormant fee could be avoided by making at least one transaction (small deposit) every 6 months. Mr. Fagan will speak with the bank representative to take care of this. It was noted that the total assets for the Board is \$29,642.01. A total assets will be added to all future Reports. Ms. Collins offered a motion to accept the report; Mr. King seconded and the motion carried.

## Old Business

Board Sponsored Educational Event – Ms. Kuhns stated that she had purchased the gift cards to be given as door prizes at the State Sanitarians Meeting. She will contact Ms. Rene Turfit and make arrangements to obtain the recipients' names. Board members are not eligible for these door prizes. Recipients will be noted in the next Board meeting minutes. The Board will be paying the charges for the coffee and donuts for the meeting.

Ms. Kuhns' daughter, Michele has redesigned and refined the Board's Seal. This seal will be used by Sanitarian Services to acknowledge the Board's contributions to the meeting. As in the past, the Board will also pay for the plaque for the Sanitarian of the Year Award.

Inactive Status -- Mr. Odis Loundsberry and Mr. Bob Westmoreland have requested Inactive Status. Mr. Fagan offered a motion to grant Inactive Status (effective January 1, 2007), Ms. Collins seconded and the motion carried.

## New Business

Election of Officers – Mr. King nominated Mr. Gary Lincecum for Chair, Mr. Fagan seconded, motion carried. Mr. King then nominated Ms. Collins for Vice Chair, Mr. Fagan seconded, motion carried. Mr. Lincecum nominated Mr. Merl Fagan for Secretary/Treasurer and Ms. Collins seconded, motion carried. The Officers are as follows:

Gary Lincecum, RS – Chair  
Vickie Collins, RS – Vice Chair  
Merl Fagan, RS – Secretary/Treasurer

Mr. Ron King will continue to serve as Member of the Board.

Review of Renewal Forms -- After a review of the 2007 Renewal Forms, Mr. King offered a motion to accept the forms and proceed with printing and mailouts; Mr. Fagan seconded and the motion carried.

Review and Approval of the FY07 Budget (Amended) – Due to the increase in salary for Ms. Kuhns, an adjustment to the FY07 was necessary. The increase in salary was due to added responsibility/duty of administering the CDC Environmental Health Self Study Course (processing, receiving and distributing guidebooks and lessons, maintaining logs of the orders, grading lessons, forwarding final exams and answer sheets, grading final exams and issuing completion certificates). The proposed change was to move \$1000 from Professional Services to Salaries. Mr. King offered a motion to accept the budget as amended; Ms. Collins seconded and the motion carried.

Late Fee for Delinquent Temporary Sanitarian Licenses – After discussion, Mr. Fagan offered a motion that the Board will renew temporary licenses up to one year delinquent after which time, delinquent license holders will have to reapply. (The fee for renewal of a delinquent is \$25 + \$15 = \$40) Mr. King seconded and the motion carried.



Approval of Continuing Education Offering --

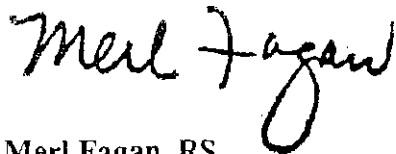
The Board reviewed a Contact Hour request from Mr. Colin Bishop, the offering was approved for 8 hours.

Sanitarian of the Year Award --

After a review of all the nominations and discussion about each one, the Board decided to award Mike Farace with the Sanitarian of the Year Award.

There being no further business, the Board adjourned.

Respectfully submitted:



Merl Fagan, RS  
Secretary-Treasurer



Debbie Kuhns  
Recorder

# LOUISIANA STATE BOARD OF EXAMINERS FOR SANITARIANS

BUDGET FY 06/07 (July 1, 2006 – June 30, 2007)

## EXPENDITURES:

### *Salaries:*

Personal Services 4,800.00  
Honorariums 1,120.00

Total Salaries: 5,920.00

### *Operating Expenses:*

Travel 1,600.00  
Operating Services 6,350.00  
(Includes Postage & Printing)  
Office Supplies 500.00

Total Operating Expenses: 8,450.00

### *Professional Services:*

Other 2,400.00  
(Includes Website Development/Hosting  
Legal, etc.)

Total Professional Services: 2,400.00

TOTAL EXPENDITURES 16,770.00

## REVENUES:

License, temporary permit, exam fee 15,500.00  
Interest on CD 400.00

TOTAL REVENUES 15,900.00

**PROJECTED CREDIT**

**870.00**

Approved

3/9/06

**LA State Board of Examiners for Sanitarians**  
**FY 06/07 ~ Supporting Expenditure Detail**

<b>I. SALARIES (Honorariums and Personal Services)</b>	
<i>Honorarium Recipients:</i>	
Chairman	160.00
Vice Chairman	160.00
Secretary-Treasurer	160.00
Member	160.00
Member	160.00
Member	160.00
Member	160.00
<i>Personal Services:</i>	
Accounting Assistance	2,400.00
Secretarial Services	2,400.00
<b>TOTAL SALARIES</b>	<b>5,920.00</b>
<b>II. OPERATING EXPENSES</b>	
Travel (Board Members Only)	1,600.00
Operating Services	
Printing (Renewal Notices, Licenses, Newsletters, etc.)	2,000.00
Insurance (Auto liability/Bond coverage/Worker's Comp, etc)	500.00
Dues & Subscriptions	2,250.00
Postage	1,600.00
Office Supplies	500.00
<b>TOTAL OPERATING EXPENSES</b>	<b>8,450.00</b>
<b>III. PROFESSIONAL SERVICES</b>	
Website Hosting & Development/Legal Services	2,400.00
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>2,400.00</b>
<b>GRAND TOTAL</b>	<b>16,770.00</b>



# STATE OF LOUISIANA

*Board of Examiners for Sanitarians  
7173-A Florida Boulevard  
Baton Rouge LA 70806*

## BOARD MEETING

March 9, 2006

Region 6 Office, Alexandria, LA  
[www.lsbcs.org](http://www.lsbcs.org)

### In Attendance:

Gary Lincecum, RS, Chair  
Vickie Collins, RS, Vice Chair  
Merl Fagan, RS, Secretary-Treasurer  
Ron King, RS, Member

### Absent:

Guillermo Ferreyra, Dean, Louisiana State University  
Sharon Howard, Assistant Secretary, Office of Public Health  
Dean, Tulane University

After determining a quorum, Mr. Gary Lincecum called the March 9, 2006, Board Meeting to order.

Copies of the November 10, 2005, Board Meeting minutes were distributed for review. After review by the Board members, Ms. Vickie Collins offered a motion to accept the minutes; Mr. Ron King seconded. Motion carried.

Mr. Fagan distributed copies of the Report of the Secretary-Treasurer (attached). Mr. Fagan reviewed each item with the Board. Mr. King offered a motion to accept the report; Ms. Collins seconded and the motion carried.

### Old Business

Review of Legislative Audit – The Board reviewed copies of the Legislative Auditor's Report. No reportable findings were noted; the Auditor found the Board's records in good order. Mr. Fagan did note that the Auditor had agreed that one or two of the Board members attending the National Environmental Health Association's Annual Conference would be a business related expense and would also prove advantageous to the Board.

Audit of 2005 Continuing Education Records – After a discussion of the possible procedures for the first audit of continuing education records, the following motion was offered by Mr. Fagan: Ms. Debbie Kuhns would utilize the Board's database to randomly select 10% of the current Registered Sanitarians (a total of 36 sanitarians); letters

requesting copies of the documentation verifying attendance of Board approved offerings for 2005 would be sent to these sanitarians via certified/return receipt mail; a time limit of 10 working days would be given to the sanitarians to provide this documentation; the Board members would review the presented documentation; no Board member would be allowed to audit the records of any sanitarian under his/her supervision; a list of the sanitarians audited would be maintained along with the provided documentation and the results of the audit (without names of individual sanitarians) would be published in the next newsletter and on the Board's website. Mr. King seconded, and the motion carried.

## **New Business**

Proposed Budget for SFY06/07 – Mr. King noted that the only difference between the current SFY budget and the proposed budget for SFY 06/07 was the cost of the audit. Mr. Fagan reminded the Board members that this cost would be a recurring line item every other year. After reviewing the proposed budget further, Mr. King offered a motion to accept the budget. Ms. Collins seconded, and the motion carried.

Inactive Status – the following sanitarians have asked to be granted inactive status by the Board:

Joy Freeman	Donald Koetting	Gene Evans	Vaughn Benoit
Bobby Hession	Sidney Thibodeaux	Robert Freeman	Thomas Schexnayder
Annette Sharp	Mark Rippa	Evelyn Owens	Henry Williams
Terry Bourgeois	Don Cowart	Dale Tinsley	

After reviewing the list, Ms. Collins offered a motion to grant inactive status to the listed sanitarians; Mr. Fagan seconded and the motion passed.

Review of Delinquent List for 2006 – The Board reviewed a list of Delinquent Licenses for 2006. Ms. Kuhns will send out one more notice to each sanitarian with instructions to renew or request Inactive Status. If no response is received, an updated list will be presented to the Board at the next meeting for possible revocation of licenses.

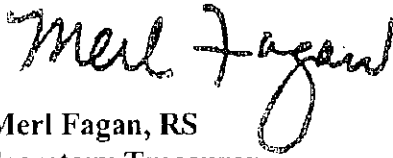
Review of Continuing Education Application – The Board reviewed an application from Mr. Michael Stockstill and approved the offering for 9 contact hours. The Board also reviewed the agenda for the NEHA Annual Conference and approved it for up to 32 hours.

LSBES Sponsored Educational Event – After a short discussion, the Board determined that it would be more advantageous to all sanitarians for the Board to work with OPH in providing help with the Annual Statewide Sanitarians Meeting to be held in November this year. Mr. Lincecum will contact Ms. Tenney Sibley regarding this issue and provide updated information at the next Board meeting.

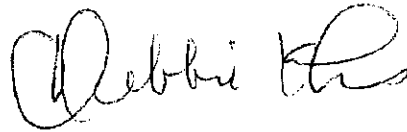
Purchases – Mr. King offered a motion allowing Ms. Kuhns to purchase a Hewlett Packard 5610 Flatbed All-in-One (printer, copier, fax), printer cable, printer cartridges and a bookshelf from Office Depot. This purchase should total approximately \$350.00. Ms. Collins seconded the motion and the motion carried.

There being no further business, Mr. Fagan offered a motion to adjourn. Ms. Collins seconded and the meeting was adjourned.

Respectfully submitted:



Merl Fagan, RS  
Secretary-Treasurer



Debbie Kuhns  
Recorder